



VALE OF EVESHAM SCHOOL PREMISES, FINANCE AND AUDIT COMMITTEE TERMS OF REFERENCE

PREMISES

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Finance Committee on premises-related expenditure.
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to Governing Body policy.
- To establish and keep under review an Accessibility Plan.
- To maintain the sustainability of the school by monitoring the consumption of energy.

FINANCE & AUDIT

1. The initial review and authorisation of the annual budget.
2. The regular monitoring of actual expenditure and income against budget by monthly e-mail and termly meetings.
3. Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act as amended and the DfE guidance issued to academies.
4. Authorising the award of contracts over £50,000.
5. Reviewing the reports of the Responsible Office on the effectiveness of the financial procedures and controls. These reports must also be reported to the Full Governing Body.
6. To establish and maintain an up to date financial plan, within SDP.
7. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
8. To annually review charges and remissions policies and expenses policies.
9. To make decisions on expenditure following recommendations from other committees.
10. To ensure that Health and Safety issues are appropriately prioritised.
11. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
12. To take responsibility and review the Risk Register.

These terms of reference agreed by the Finance Committee on 21/11/2016

Name of Governor/Associate Member	G/AM	Date appointed to Committee
Mr Stephen Garside	G	01/01/2015
Mr David Harman	G	21/11/2016
Mrs Liz Hayward	G	01/09/2016
Mrs Claire Payne	G	01/09/2013
Mrs Jan Simms	G	23/11/2015
Mrs Trish Watkins	G	10/03/2008
Miss Kellie Hobbs	AM	02/03/2015
Mrs Alison Young	AM	10/03/2008

Chairman of Committee:

Vice Chairman of Committee:

Clerk to the Committee:

Mrs Claire Payne

Mrs Becky Harris

Quorum:	4 (Committee can determine higher)
Date Committee Established;	11/11/2013
Date Committee Reviewed	26/11/2016